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Air Raids Fire Service Plan

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AIR RAIDS FIRE SERVICE PLAN

Applying to the Following Buildings.

Main Capitol Building

Museum Building

Liquor Control Building

North Office Building

Educational Building

Temporary Buildings

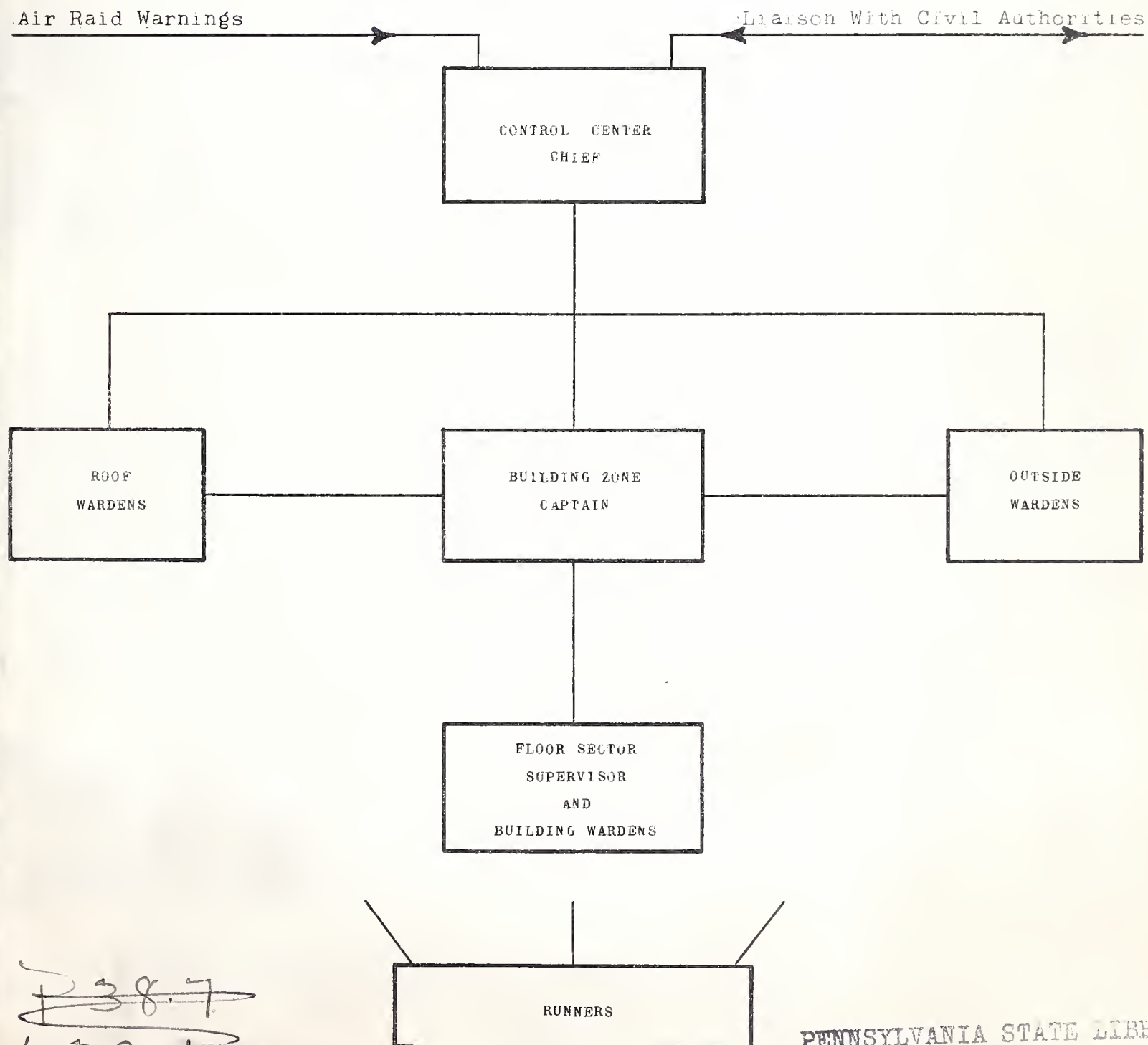
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South Office Building

Finance Building

Publications Building

ORGANIZATION CHART



PERSONNEL

The Control Center Chief shall have complete supervision of the Air Raids Fire Service Plan covering all the buildings and grounds coming under this plan.

The Building Zone Captain will be in charge of the particular building to which he is assigned and shall report and be responsible to the Control Center Chief.

The Floor Sector Supervisor will be in charge of a specific floor of the particular building to which he is assigned and will report and be responsible to that Building Zone Captain.

Building Wardens will be those assigned to certain posts inside a building. They will report and be responsible to the Floor Sector Supervisor of the particular floor to which they are assigned.

Roof Wardens will be those assigned to observation duty on the roof of any building. They will ordinarily report and be responsible to the Building Zone Captain but under certain circumstances during an air raid they may find it more advantageous in some instances to report information direct to the Control Center Chief.

Outside Wardens will be those who may be stationed on the grounds immediately adjacent to a building. They will ordinarily report and be responsible to the Building Zone Captain but under certain circumstances during an air raid they may find it more advantageous in some instances to report information direct to the Control Center Chief.

Owing to possible interruption of telephone service or other means of communication, Runners or messenger service becomes highly important to relay information and reports from one point to another. Practically every post requires this auxiliary protection. The female employees could contribute splendid volunteer service in this respect as Runners or messengers.

DUTIES

The Control Center Chief shall be the coordinator of all the building zones coming under this system. He shall have the full authority to approve or modify the plans herein set forth and no change thereafter shall be made thereto without his authority. The Control Center Chief shall arrange to have these plans placed into effect and periodically thereafter should check with the Building Zone Captains to satisfy himself that the arrangements remain effective. Through the Control Center Chief provisions will be made for communication with the civil air raid warning system, thence to each building zone, and to provide the necessary liaison with the local governmental authorities through which cooperation may be required. The Control Center Chief will direct the necessary steps or procedure where any situation in a Building Zone has gotten beyond local control. The Control Center Chief will arrange to furnish all Building Zone Captains and Floor Sector Supervisors with a copy of the plan outline and necessary blue prints involving their areas.

In emergency, each Building Zone Captain shall immediately report to and remain at a designated post where by telephone or other means of communication, including Runners, he shall keep in touch with his force and the office of the Control Center Chief until the emergency is ended, and give directions or issue such instructions as may be required in his area. The Building Zone Captain will cooperate with and assist his various Floor Sector Supervisors in preparing a list of available fire fighting equipment and in arranging for the selection of necessary Wardens and Runners. (Copy of this information to be supplied to the Control Center Chief)

In emergency, each Floor Sector Supervisor shall immediately report to the floor assigned, check the Building Wardens assigned to his Sector, and make such adjustments, etc., which may be found necessary due to absentees or conditions otherwise

developing. He shall report to his Building Zone Captain concerning any unusual situations or when help may be needed, and to render whatever assistance possible to the Wardens in his area. Floor Sector Supervisors will make necessary survey of their areas and prepare list of available fire fighting equipment, and arrange for the selection of necessary Wardens and Runners. (Copy of this information to be furnished the Building Zone Captain)

In emergency, Building Wardens, Roof Wardens and Outside Wardens shall immediately report to their respective designated posts and perform the duties assigned them until the "all clear" has been sounded.

Building Wardens will cover such portions of the building assigned to them to extinguish fires observed therein and to report to such locations as may be directed by the Floor Sector Supervisor or the Building Zone Captain. Upon observing a fire in his area, the Building Warden should make effort to report the occurrence to the Floor Sector Supervisor or the Building Zone Captain, if such is feasible, indicating whether the fire is under control or if assistance is required.

Roof Wardens shall be on the watch for, locate and handle fires. Where bombs are found to penetrate the roof, a report shall immediately be made to the Building Zone Captain, so that the latter may relay the information to the Floor Sector Supervisor or Building Warden in whose location the bomb has fallen. Where bombs are observed falling on an adjacent roof, the Roof Warden may find it advantageous to report such occurrence direct to the Control Center Chief for relay to the building involved.

Outside Wardens shall report to the outside of the building and patrol or otherwise observe the areas assigned to them. They shall immediately report to the Building Zone Captain any situation which they cannot control and which might endanger the building or any building adjacent.

Each volunteer operating under this plan should report his presence each day to his immediate directing officer in the order as indicated previously under the heading "Personnel." Where an absence prevails, the immediate directing officer will assign a substitute or make other adjustment should emergency arise. Any intended absence which would involve inability to perform protective duty in an emergency for any extended period, should be similarly handled.

To insure maximum effectiveness this plan should cover a 24 hour period. However, until it is determined whether such coverage can be arranged, it is presumed that this protective duty will cover the working hours maintained by each building involved; provided that outside of office hours, upon hearing an air raid warning, it becomes urgent that each volunteer report immediately to his building for emergency duty.

Any delay-action high explosive bomb observed shall immediately be reported so that its presence may come to the attention of the proper authorities, and in turn the area affected should be immediately vacated.

After the "all clear" has been sounded, all Building, Roof and Outside Wardens, will make a complete check of all areas, rooms, etc., in their respective districts and report their findings to their immediate directing officer so that in proper turn the report will reach the Control Center Chief.

Ordinary fire hazards which often occur throughout the day, affect the safety of our buildings. Where Building Fire Wardens find such conditions at any time they should report same to their immediate directing officer so the matter can be further taken up for correction.

A test or try-out of this plan, insofar as assembly, contacts, etc., should be held at least once every two weeks so that the personnel will remain familiar with their respective assignments.



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